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 I.   **Converting Word Processing Documents to PDF Format**
II.   Inserting Bookmarks
III.   Checking Document Properties

I. Converting Word Processing Documents to PDF Format

This example demonstrates the process using WordPerfect however the same directions apply to Microsoft Word.

STEP 1   Create and save your document.

NOTE: Unusual fonts can sometimes create a problem for Adobe. Use Times New Roman or Courier.

STEP 2   With the document open on the screen, choose **File** > **Print**. The **Print to** dialog box appears. **(See Figure 1)**
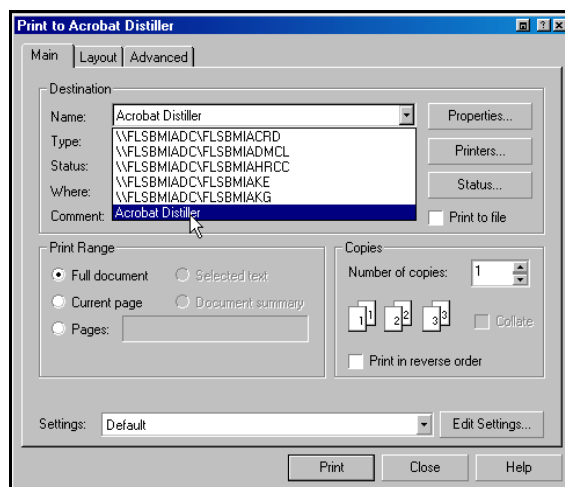

Figure 1

STEP 3   Select **Acrobat Distiller** from the **(Destination)** **Name** drop-down list.

STEP 4   Click **Print**.

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STEP 5   The **Save PDF File As** dialog box appears. **(See Figure 2)**

NOTE: The file did not actually "print" out; instead the document will be "saved" as a PDF.
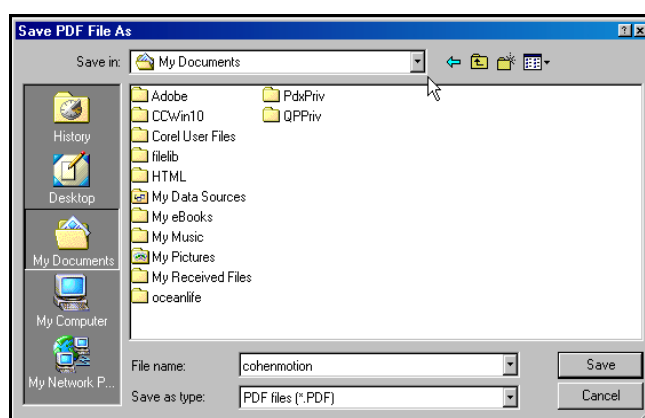

Figure 2

STEP 6   Navigate to your desired location and type in a file name.

STEP 7   Click **Save**. The PDF file opens in Adobe Acrobat.

IMPORTANT: An Adobe PDF image file has now been created and will be available to associate to the event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original word processing text document remains on your hard drive as originally saved.

If you need to change a document that has already been turned into an image (but not yet docketed), open the text document in word processing and make the necessary changes. Save the corrected text document. Create the PDF image file once again and save over the existing PDF image.

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II. **Inserting Bookmarks**

Inserting bookmarks within a document can make it quicker to locate specific pages, or paragraphs, in a lengthy document.

STEP 1   Navigate to the page or paragraph where you want a bookmark.

Acrobat maintains both the current visible location and zoom magnification as part of a bookmark.

STEP 2   Press **CTRL+B**. The Bookmarks palette appears with an Untitled bookmark selected.

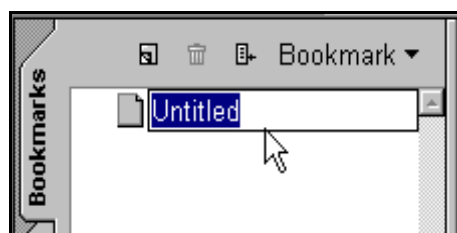STEP 3   Type over the **Untitled** text to give the page or paragraph a name (see **Figure 1**).

Figure 1

Return to STEP 1 for each bookmark to be created.

NOTE: Right-click on a bookmark to delete or rename.
Press **F5** to hide the Bookmarks palette.

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III. <u>Checking Document Properties</u>

Checking document properties provides information about file size and compatibility.

STEP 1   Press **CTRL+D**. The **Document Summary** dialog box appears.
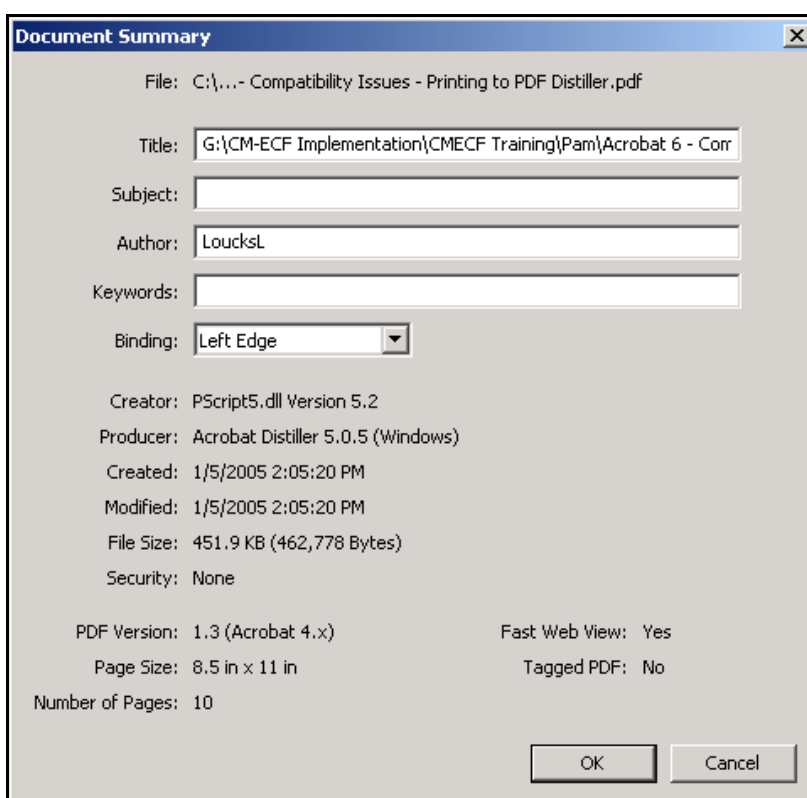
STEP 2   Verify that **File Size** is less than **3 MB** and that **PDF Version** reads **1.3 (Acrobat 4.x)**.

STEP 3   Click **OK**.